



NOTICE OF MEETING

CREATIVE COMMUNITIES SCHEME ALLOCATION SUBCOMMITTEE

I hereby give notice that an Ordinary Meeting of the Creative Communities Scheme Allocation Subcommittee will be held on:-

DATE: **Tuesday, 28 October 2003** **TIME:** **9.30 am**

VENUE: **Civic Centre, 6 Waipareira Avenue, Lincoln, Waitakere City**

to consider the business as set out herein and to take any necessary action connected therewith.

21 October 2003

Ngareta Delamere
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8552

MEMBERSHIP:

Councillors	VS	Neeson, JP (Chairperson)	
	J	Moore-Chisholm	(Professional Artist {nominated annually by Lopdell House Society})
	H	Baugh	(Business Sector)
	J	Reece	(Titirangi Community Arts Council)
	J	Holtrigter	(Waitakere Central Community Arts Council)
	E	Taumaunu	(Te Taumata Runanga)
	R	Waititi	(Te Taumata Runanga)
	M	Tepai	(Pacific Islands Communities)

(Quorum 3 members)

(The reports and recommendations contained in all agendas are reports and recommendations only and are not to be construed, in any way, as Council policy until adopted.)

WAITAKERE CITY COUNCIL



**AGENDA FOR AN ORDINARY MEETING OF THE CREATIVE COMMUNITIES SCHEME
ALLOCATION SUBCOMMITTEE TO BE HELD IN THE CIVIC CENTRE,
6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,
ON TUESDAY, 28 OCTOBER 2003,
COMMENCING AT 9.30 AM.**

TABLE OF CONTENTS

<u>ITEM</u>		<u>PAGE NO.</u>
1	APOLOGIES	1
2	URGENT BUSINESS	1
3	CONFIRMATION OF MINUTES	1
4	CREATIVE COMMUNITIES SCHEME ALLOCATION - SEPTEMBER 2003	2

**AGENDA FOR AN ORDINARY MEETING OF THE CREATIVE COMMUNITIES SCHEME
ALLOCATION SUBCOMMITTEE TO BE HELD IN THE CIVIC CENTRE,
6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,
ON TUESDAY, 28 OCTOBER 2003,
COMMENCING AT 9.30 AM.**

1 APOLOGIES



2 URGENT BUSINESS

Section 46A(7) and (7A) of the Local Government Official Information Act and Meetings Act 1987 provides that where an item of business is not on the agenda, it may only be dealt with at the meeting if:

- (i) the item is a minor matter; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting; and
- (iii) the Subcommittee resolves to deal with the item.

No resolution, decision, or recommendation may be made in respect of the item except to refer the item to a subsequent meeting for further discussion.

NOTE: Urgent Business need not be dealt with now and may be delayed until later in the meeting.



3 CONFIRMATION OF MINUTES

Ordinary - Wednesday, 14 May 2003
Reconvened - Tuesday, 20 May 2003

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Creative Communities Scheme Allocation Subcommittee held on Wednesday, 14 May 2003 and reconvened on Tuesday, 20 May 2003 as circulated, be taken as read and now be confirmed.



4 CREATIVE COMMUNITIES SCHEME ALLOCATION - SEPTEMBER 2003

PURPOSE OF THE REPORT

The purpose of the report is to provide the Creative Communities Scheme Allocation Subcommittee with the information they require to allocate funding from the Creative Communities Scheme for the first round of the 2003/2004 allocations.

BACKGROUND

The Creative Communities Scheme is a partnership between Waitakere City Council and Creative New Zealand to disburse Creative Communities funding.

The purpose of the Creative Communities Scheme is to increase participation in the arts at the local level, and to increase the range and diversity of arts available to communities.

Subcommittee Members have previously been sent a copy of Creative New Zealand's Assessors Handbook for the Creative Communities Scheme. Members should familiarise themselves with the content of this handbook to assist them with the consideration of each application and the allocation of funding.

STRATEGIC CONTEXT

Through the Community Assistance Policy, Council has outlined its commitment to help strengthen the ability of local community groups to create a strong social base for Waitakere City and to meet local needs. Direct financial assistance to providers of arts and cultural projects and activities assists Council's commitment to this policy.

ALLOCATION PROCESS

Eligibility

Applicants must meet all the eligibility criteria set down by Creative New Zealand. All projects eligible for funding must:

- Be arts and/or cultural projects;
- Take place within Waitakere City, and/or produce benefits that are largely experienced within Waitakere City;
- Increase participation in the arts at a local level or increase the range and diversity of the arts available to local communities;
- Benefit local communities;
- Not have started before an application for funding is assessed;
- Not have already been funded by Creative New Zealand for the same purpose.

Funding Criteria

The Scheme has three criteria for allocating funding, which the Creative Communities Scheme Allocation Subcommittee must assess each application against.

Projects should meet one or more of these criteria:

1. **Increase participation in the arts.**

The aim here is to support opportunities for active and direct participation in the arts.

2. **Increase the range and diversity of the arts available to communities.**

The aim here is to support the presentation of new activities and arts experiences locally and by developing new audiences for the arts.

3. **Enhance and strengthen the local arts sector.**

The aim here is to support communities and arts groups to practice and promote the arts locally. This could include funding for training and skills development for arts participants; organisational development for arts organisations; research, information and promotional projects.

Creative New Zealand believes that projects relating to any of the funding criteria will contribute to the development of a healthy and vibrant local community. However, where there is a need to prioritise, it is recommended that priority be given to those projects that increase participation in the arts.

Assessment

The process of assessment can be divided into the following stages:

Determining Eligibility: This is checked by the Community Assistance Administrator and any eligibility issues are confirmed with the Creative New Zealand Advisor.

Relating Eligible Applications to the Funding Criteria: The Subcommittee must assess each eligible application in relation to one of the three funding criteria as stated by Creative New Zealand.

Prioritising Eligible Applications: Once applications have been proved eligible and relevant to the criteria, the Creative Communities Scheme Allocation Subcommittee needs to assess them to determine their priority for funding. In addition to Creative New Zealand's priorities, the following Council priorities have to be taken into consideration:

- Proposals that are well planned, with clear aims and objectives that the applicant intends monitoring;
- Proposals for which the applicant is contributing a significant share of the funding;
- Proposals involving co-operation, partnership or the sharing of resources between two or more community groups in Waitakere City.

Applicants have the option of appearing in person to present applications to the Creative Communities Scheme Allocation Subcommittee if they are applying for \$3000 or more. A timetable will be tabled at the meeting advising which applicants will be appearing to speak to their application.

A1-A40

The Community Assistance Administrator will be present at the meeting to assist the Creative Communities Scheme Allocation Subcommittee through the process. All applications have been screened for eligibility, prioritised and sorted in accordance with Creative New Zealand's criteria. They have then been summarised and appear in order as attached at pages A1 to A40. Original applications are available for the Subcommittee's perusal at any time by contacting the Community Assistance Administrator.

Recommended amounts have not been inserted into the appendix documents at this stage, as this will be done after hearing the applicants speak on 28 October 2003 and provided to the Subcommittee at the meeting on 4 November 2003 when the decision on allocations will be made.

Funding applied for

40 applications have been received with a total amount requested of \$113,867 for the 2003/2004 1st funding round. Of these applications two are ineligible due to not meeting the Creative New Zealand criteria.

Funding Available

\$53,125.00 has been allocated to Waitakere City from Creative New Zealand for the 1st round 2003/2004 year. The funds available for this round for disbursement by the Creative Communities Scheme Allocation Subcommittee are as follows

Total amount received for 2003/2004 1 st round	53,125.00
Less 5% for promotion	2,656.25
Funding for Community Arts Councils to allocate	5,000.00
Total amount available for allocation in this round	45,468.75

Accountability of previous grants

Accountability reports are due one month after the completion of a funded project. Any applicant with outstanding accountability for previous funding is ineligible to apply for further funding until the accountability has been met and such applicants have been notified accordingly.

SUMMARY

There are 40 applications for financial assistance totalling \$113,867 with an amount to allocate of \$45,468.75.

In order to streamline the funding allocation process the applications have been sorted into funding priorities and alphabetically. It is recommended that the Creative Communities Scheme Allocation Subcommittee work through the applications making a preliminary decision on the recommendation, either confirming the recommended amount, or making some other preliminary determination before revisiting each allocation and coming to a final decision.

The Community Assistance Administrator will be present at the meeting to answer questions and assist the Subcommittee in the allocation process.

RECOMMENDATIONS

1. That the information be received.
2. That the Creative Communities Scheme Allocation Subcommittee consider grants in accordance with the guidelines, and make their recommendations for allocation of funding to the next Finance and Operational Performance Committee scheduled for Monday, 10 November 2003.

Report prepared by: Jan Brown, Community Assistance Administrator.

